

4 April 1957

MEMORANDUM FOR: Director of Personnel

ATTENTION: Position Evaluation Division

THROUGH: Deputy Director (Intelligence)

FROM: Assistant Director for Basic Intelligence

SUBJECT: Reclassification of OBI Positions

1. A reclassification of six professional positions in the Editorial Division, OBI, is necessary due to a change in the circumstances under which the present grade of GS-11 was established for these positions.

2. The present grade, and job requirements for these positions, were established primarily to provide functional specialists who would serve as assistants to more experienced senior grade personnel. However, experience has shown that the most effective and economical procedure is to have these specialists deal with both the broader and the more detailed aspects of an MIS contribution in order to achieve integrated and adequate substantive processing; conduct the related conferences with contributor personnel who normally are of appreciably higher grades, and provide continuing guidance to such personnel. Further, the consistent workload pattern for the limited T/O in D/E, OBI, has precluded, other than in exceptional cases, the utilization of these specialists as assistants to the more senior-grade specialists as was intended.

3. In actual practice, the incumbents of the GS-11 positions have been performing, and are now performing, work which cannot be differentiated from that of the senior specialists in the next higher grade. Only extensive on-the-job experience has made it possible for these individuals to assume responsibilities over and beyond the requirements of their position specifications. Of the present incumbents one has had 9 years experience in this work, one 8 years, one 5 years, one 4 years, and the other two have had 1 year and 1-1/2 year respectively. However, the one

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with only one year's experience in OBI has had 5 years experience in the production of NIS in the Office of Naval Intelligence and the Army Corps of Engineers prior to coming with this Agency. To risk losing any of these individuals would be to jeopardize a considerable investment in on-the-job training and experience, and replacement of any of them with individuals of like level of capability would unquestionably require offer of a grade higher than GS-11 in the prevailing market for recruiting new personnel.

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4. In informal coordination with Mr. [REDACTED] and Mr. [REDACTED] of the Management Staff a Position Description (Form No. 387) was prepared based upon the actual work being performed by present incumbents of the six GS-11 positions involved, and an upward reclassification of these positions to GS-12 is considered to be fully warranted. It is recommended, therefore, that the following listed positions be upgraded as indicated:

<u>Position</u>	<u>Slot No.</u>	<u>Present Grade</u>	<u>New Grade</u>
IO (General)	Y-11	11	12
IO (General)	Y-16	11	12
IO (General)	Y-16.01	11	12
IO (General)	Y-16.02	11	12
IO (General)	Y-16.03	11	12
IO (General)	Y-16.04	11	12

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DAD/BI: [REDACTED] gnh